

**AGENDA FOR THE MEETING OF THE
CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES**

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Tuesday, December 21st 2021, 5:30PM

Location: Lower Level Meeting Room, Carnegie-Schadde Memorial Public Library,
230 4th Ave, Baraboo WI 53913

This meeting is open to the public. **Masks are required in the library building.**

Members Noticed: E. Blasing, J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling

Others Noticed: Clerk's office, City Administrator, City Engineer, City Finance Director, CDA Director, Mayor, City Attorney, Library Staff, Media, C. Arndt

I. Call to order

- A. Roll call of members
- B. Note compliance with Open Meeting Law
- C. Approval of the November 16, 2021 Library Board meeting minutes
- D. Approval of the Agenda

II. Public Hearings/Appearances

III. Action items

- A. Bills: J. Ellington, Examiner

IV. Information items

- A. Personnel Committee report on Library Director goals check-in
- B. Library expansion project update
 - 1. Loan approved, anticipated timeline, ad for bid – P. Cannon
 - 2. Grant applications status report
- C. Financial Reports
 - 1. Revenue and donations report
 - 2. General Fund Income Statement with Comparison to Budget report
 - 3. Building project fund report
 - 4. Trust Fund report
 - 5. Third Oak statement

- D. Staff reports
 - 1. Adult Services and Technology Report
 - a. Adult Programs
 - 2. Youth Services Report
 - a. Program Statistics
 - b. Activity Report
 - 3. Director's Report
 - a. Facilities/Grounds
 - b. Activity Report
 - i. Community Engagement/Outreach
 - ii. Projects/Events
 - iii. Operations/Personnel
 - iv. Facilities
- E. President's Report
 - 1. Additional note on report from last meeting (Trustee Leadership, Bringing it All Together)
 - 2. Staff appreciation gift and breakfast
- F. Statistics
- G. Updated Board Contact Info Sheet
- V. **Friends of the Library meeting Minutes**
- VI. **Correspondence**
- VII. **Adjourn**

Agenda prepared by J. Bergin

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director at 230 4th Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.